



DEPARTMENT OF CONSUMER AFFAIRS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF CONSUMER AFFAIRS	RELEASE DATE:	Tuesday, September 8, 2009
POSITION TITLE:	Chief, Division of Investigation	FINAL FILING DATE:	Wednesday, September 23, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	07152009_4

POSITION DESCRIPTION

Under direction of the CEA III - Enforcement and Compliance, the Chief, Division of Investigation (DOI):

- Plans, organizes and directs the Division's Headquarters and field activities
- Allocates staff and budget among the various enforcement activities and regional/field offices
- Ensures staff are trained in accordance with the Commission on Peace Officer Standards and Training requirements and bargaining unit agreements
- Oversees the activities of the Special Operations Unit, which performs the department's internal affairs functions and ensures the employee investigations are conducted objectively and in full compliance with applicable laws and regulations
- Establishes and maintains cooperative working relationships with the Attorney General's Office, other regulatory law enforcement agencies and departmental staff
- Establishes, implements, monitors and enforces statewide policies, procedures, productivity and performance standards and develops and implements such systems
- Identifies and establishes new and improved technologies and procedures designed to reduce cost and increase the level of service to client agencies
- Analyzes legislation impacting the Division and/or its regulatory programs and makes recommended improvements to facilitate the Department's investigation and regulatory programs
- Functions as the principal consultant to the Directorate on law enforcement issues

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

PEACE OFFICER REQUIREMENTS

The Chief, Division of Investigation, is a peace officer position and therefore subject to the State of California's standard requirements for peace officers. These requirements include successful completion of a background investigation, disclosure of felony convictions (pursuant to Government Code 1029), U.S. citizenship, and successful completion of a medical evaluation, including a psychological screening. In addition, this position requires possession of a valid California Class C Driver's License.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including

the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Knowledge of investigative procedures and techniques, rules of evidence, court and administrative hearing procedures, and directing others performing investigatory work;
- Knowledge of the activities of a regulatory agency and the Administrative Procedures Act;
- Knowledge of methods used in program evaluation and experience that demonstrates the ability to manage a complex program;
- Knowledge of the budget process, personnel management and a working knowledge of the legislative process;
- Experience analyzing complex program issues or systems problems and develop policies or specific solutions;
- Ability to manage a multidisciplinary program, including planning, organizing, and directing program operations and experience in strategic planning, policy development and organizational awareness;
- Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator, use tact and persuasiveness in achieving results;
- Possess the ability to manage professional staff and be able to effectively interact with Federal, State and local agencies, consumer, industry and professional groups, and departmental staff.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Division of Investigation**, with the **DEPARTMENT OF CONSUMER AFFAIRS**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application and Statement of Qualifications evaluation.

The Statement of Qualifications will be used to evaluate your education and experience as it relates to the desirable qualifications and screening criteria, and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.) All applicants will be notified of the results. It is anticipated the results of this examination may be used to fill subsequent vacancies in this classification within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

FILING INSTRUCTIONS

Application and Statement of Qualifications must be postmarked by September 23, 2009. Interagency mail received after September 23, 2009 will not be accepted. Faxed and emailed applications will not be accepted.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF CONSUMER AFFAIRS, Selection Services and Recruitment Section
1625 N. Market Blvd. Ste. N321, Sacramento, CA 95834
Margo Cooper | (916) 574-8305 | margo_cooper@dca.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF CONSUMER AFFAIRS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>